

DIRECTIONS FOR FILLING OUT INTERS EXCEL SPREADSHEET

COLUMN LETTER	COLUMN HEADER	REPORT DATE	INSTRUCTIONS	RULES
A	stud ln	Fall	Student Last Name	Must be filled in
B	stud fn	Fall	Student First Name	Must be filled in
C	stn	Fall	Student STN Number 9 digits in text format no custom format	Must have a 9 digit number
D	ssn	Fall	Student Social Security Number 9 digits in text format no custom format	Must be a 9 digit number, must have a SSN or DOB or both, if you have a SSN then you do not need a DOB
E	Dob	Fall	Xx/xx/xx Must be formatted as a date	Must have a SSN or DOB or both, if you have a DOB then you do not need a SSN
F	Sex *	Fall	Student Sex – <i>M</i> for male, <i>F</i> for Female	Should only be one character, if Male or Female is spelled out then the import will fail
G	address	Fall	Student Address (if you have the SSN this may be left blank)	if they have a SSN then this field can be left blank, if they do not have a SSN then this needs to be filled out
H	city	Fall	Student City (if you have the SSN this may be left blank)	if they have a SSN then this field can be left blank, if they do not have a SSN then this needs to be filled out

I	state	Fall	Student State (if you have the SSN this may be left blank)	if they have a SSN then this field can be left blank, if they do not have a SSN then this needs to be filled out
J	zip	Fall	Student Zip (if you have the SSN this may be left blank)	if they have a SSN then this field can be left blank, if they do not have a SSN then this needs to be filled out
K	stud type	Fall	Student Type – <i>a</i> for adult, <i>s</i> for secondary only one character	If this field is spelled out then the import will fail.
L	Ethnicity*	Fall	In this field it is either a 1= Other 2= Hispanic	This field is optional, if left blank will be ok
M	Race *	Fall	Student Race Code – Use the following codes. <i>Enter only the code as text format:</i> African American B American Indian I Asian A Pacific Islander P White W	This field is optional, if left blank then it will be ok
N	Grade	Fall	Grade Level Code – Use the following codes. <i>Enter only the code as text format:</i> Secondary: Grade Eight 01 Grade Nine 02 Grade Ten 03 Grade Eleven 04 Grade Twelve 05 Adult: Long or Short Term 06	This field needs to be collected again, Do NOT leave blank

			Apprenticeship 07	
O	session n	Fall	Session Name - Course Title	Name of the course- must be filled out
P	session c	Fall	Session Code- A unique code for each session that is no longer than 12 characters in length.	Code for the course- must be filled out
Q	home school	Fall	Home School – School that the student is enrolled at. <i>Use 4 digit school codes entered as text format</i>	Must be the four digit school number- if the name of the school is spelled out then the import will fail
R	cond school	Fall	Conducting School – School where the class is taught. <i>Use 4 digit school codes entered as text format</i>	Must be the four digit code for where the class is being taught- if school name is filled out then the import will fail
S	tchr school	Fall	Teacher School – School teacher teaches at. <i>Use 4 digit school codes entered as text format</i>	Must be the four digit code for where the teacher teaches- if the school name is spelled out then the import will fail
T	tchr fn	Fall	Teacher First Name	Must be filled out
U	tchr ln	Fall	Teacher Last Name	Must be filled out
V	tchr level A or S	Fall	Teacher Level Adult or Secondary – <i>a</i> for adult, <i>s</i> for secondary only one character.	Must be filled out with a s, S or a, A. any one of these should be ok to use
W	DOE course code	Fall	Course Code – Enter the 4-digit code. Only Course Codes listed on the Secondary	Must be the

			Program Inventory and the approved DOE Crosswalk will be accepted. <i>all course codes must be entered as text format</i>	four digit DOE code- if not filled out then this will cause the import to fail
X	credit	Fall	Credit Hours –enter 01-03 to designate Credits per semester as text	Must be filled out
Y	Nonvoced	Fall	Mark the field with an “N” for non-vocational education if the program on the form is not a State approved vocational program at the school. If the class is on your secondary vocational inventory, leave this field blank or “V”. This is for only Tech Prep classes, and if the class is not State approved vocational. *In most cases, leave blank.	If this field is left blank then it will always default to Voced
Z	spec cons *	Fall	Special Considerations – If applicable, enter the student’s special consideration using the codes on the attached sheet labeled “Special Considerations” (Choose Only One) . The identifier numbers for each special consideration are listed in this box and complete definitions are included in these instructions. This column is <u>extremely</u> important in identifying the special populations which are being served in career-technical education programs. The information is used in monitoring plans for Perkins dollars.	This field is optional, if left blank then the import will still work
AA	Disadv *	Fall	If <i>Special Consideration</i> is “50”, enter a disadvantaged code of 01 through 10 (only one) as defined on the back of the enrollment form. If the type of disadvantage is known, select one of the codes from 01 through 07, otherwise enter 08, 09, or 10 as appropriate.	This field is optional, if left blank then the import will still work
AB	single par	Fall	Single parent/displaced homemaker: Enter an S for Single Parent, H for Displaced Homemaker, or B for Both, if any of your enrollees meet the following descriptions for being a Single Parent and/or Displaced Homemaker. S (Single Parent): An individual who is unmarried or legally separated from a spouse and has a minor child or children for which the parent has either custody or joint custody. H (Displaced Homemaker): An individual who is an adult and has worked as an adult primarily without remuneration to care for the home and family, and for that reason has diminished marketable skills.	Is the student themselves a single parent? This field can be left blank and the import will work fine

			B (Both): An individual who meets both the Single Parent and Displaced Homemaker definitions.	
AC	completion stat	Spring	Completion Status – Use the attached codes for student's completion status.	This field is only filled out in the spring
AB	concentrator	Spring	<p>A CONCENTRATOR is:</p> <p>A secondary student who has earned six (6) or more credits in a single CTE program sequence (could be one full year of a 3 credit course), OR four (4) credits (could be one full year of a 2 credit course) in a single CTE program sequence which is only 8 credits (2 full years of 2 credit courses) in length.</p> <p>This definition would include the following:</p> <ul style="list-style-type: none"> * A student who takes three year-long 1 credit per semester courses within a program – totaling 6 credits earned. * A student who takes one year-long 3 credit per semester course – totaling 6 credits earned. * A student takes a combination of 1 credit and multi credit courses within a program and reaches the credit hour threshold outlined in the above definition. <p>The definition would include the following if your district/school has 2 credit course sequences:</p> <ul style="list-style-type: none"> * A student who takes one year-long 2 credit course – totaling 4 credits earned. <p>This definition would NOT include the following:</p> <ul style="list-style-type: none"> * A student who takes one year-long 1 credit course. 	This field is only filled out in the spring
AE	dual cred transcribed	Spring	Dual Credits Transcribed - Enter the number of dual credits that are earned for that course. Transcribed credits can be transferred to any college or university that accepts credits from the granting college or university.	This field is filled out only in the spring
AF	assess taken	Spring	Enter the assessment exam that the student completed. Use the attached codes for the assessment exam.	This field is filled out only in the spring
AG	assess pass/fail	Spring	Enter a 1 if the student passed the exam. Enter a 0 or leave blank if student did not	This field is

			pass the exam	filled out only in the spring.
AH	Earned credits	Spring	<p>Did the student earn credits? Defaults to yes and you only need to enter the NO's <i>enter the code only as text format</i></p> <p>Code</p> <p style="text-align: right;">Yes</p> <p>1</p> <p style="text-align: right;">No</p> <p>0</p>	This filed is filled out only in the spring
			<p>Green = Field is optional, DWD will get these fields from DOE</p> <p>Blue = These fields are for spring data collection</p> <p>No color = These fields are for fall data collection</p>	
			<p>Special Considerations Codes:</p> <p>01=Mental Health</p> <p>02=Hearing Impairment</p> <p>03=Autism</p> <p>04=Communication Disorder</p> <p>05=Visual Impairment</p> <p>06=Emotional Handicap</p> <p>07=Orthopedic Impairment</p> <p>08=Other health Impairment</p> <p>09=Dual Sensory Impairment</p> <p>10=Multiple Handicap</p> <p>11=Learning Disabilities</p> <p>12=Traumatic Brain Injury</p> <p>50=Disadvantaged</p> <p>51=Limited English Proficiency and Disadvantaged</p>	
			<p>Disadvantaged Codes:</p> <p>01=Family income is at or below national poverty level</p> <p>02=Participant, parent(s), or guardian of the participant is unemployed</p> <p>03=Participant or parent of participant is the recipient of public assistance</p> <p>04=participant is institutionalized or under state guardianship</p> <p>05=Lacks reading and writing skills</p> <p>06=Lacks mathematical skills</p> <p>07=Performs below grade level</p> <p>08=Academically disadvantaged</p> <p>09=Economically disadvantaged</p> <p>10=Both academically and economically disadvantaged</p>	